

**BOARD OF HEALTH MEETING MINUTES**  
**September 15, 2016**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Brian Farnsworth, Commissioner, Chairman  
Lee Miller, Commissioner  
Ken Miner, Commissioner  
Lee Staker, Commissioner  
Kimber Ricks, Commissioner  
Bill Leake, Commissioner, Trustee  
Lin Hintze, Commissioner  
Barbara Nelson, M.D., Vice Chair  
Greg Shenton, Commissioner

**STAFF MEMBERS**

Geri Rackow, Director  
Kellye Eager  
Steve Thomas  
Cheryl O'Connell  
James Corbett  
Erin Francfort

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Farnsworth called the meeting to order at 9:00 a.m.

Ms. Rackow excused Amy Gamett, FACHS Division Director, Angy Cook, WIC Division Director, and Tammy Cox, HEEP Division Director from the meeting. Erin Francfort, Dietitian and WIC Supervisor, is at the meeting today filling in for Angy and James Corbett, FACHS/SHIP Program Manager is filling in for Amy.

**2. Approval of BOH Meeting Minutes**

**MOTION:** Commission Staker made a motion to approve the June 16, 2016 Board of Health Meeting Minutes.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY

**3. EIPH Board Member Reappointments**

Commissioner Farnsworth, Commission Miner, and Barbara Nelson have been reappointed to serve a 5-year term.

**4. Review Board of Health Conflict of Interest Policy**

Ms. Rackow reviewed the Conflict of Interest Policy with the Board. As an informational item, she reported that in 2015, Title 74 (Transparent and Ethical Government) of Idaho Code, which she shared with the board members. Board members were asked to read the policy and sign the Conflict of Interest statement.

**5. Update on Legislative Reception**

After discussion the board agreed to have a Legislative Reception as part of the November 10, 2016, Board of Health meeting. The focus will be on the health district's FY2016 Annual Report, the health districts' Resolution to Support Health Insurance Coverage for Low Income Idahoans, and public health funding. Ms. Rackow will coordinate the reception. The Board of Health will meet from 9:00 – 11:00 and then we will hold the reception with the legislators from 11:00 – 1:00. It was noted that the Counties' District 6 Elected Officials meeting is being held immediately following the Legislative Reception in the health district's conference room.

## **6. Report from NALBOH Conference**

- Chairman Farnsworth and Ms. Rackow presented on the NALBOH conference they recently attended in St. Louis. Tobacco policies, tobacco purchase age, cross jurisdictional sharing, Community Center partnerships, population health management, social and physical environment, Board of Health development and training, and engaging elected officials were some of the topics discussed at the meeting. There are different challenges in each state.
- Ms. Rackow anticipates there were about 100 participants at the conference. NALBOH is getting stronger and still building and both Chairman Farnsworth and Ms. Rackow feel they have some momentum. Not all Idaho Health Districts are current members of NALBOH.
- The conference next year will be held in Cleveland, Ohio, August 2-4, 2017.
- If any board member has suggestions for training they would like to have, please let Ms. Rackow know. She reported that we will be participating in a mock food inspection later today as part of our education on the health district's Food Protection Program.

## **7. Trustee Report**

### **General Fund Distribution Formula:**

- Commissioner Leake reports there is a Trustee conference call on September 22, 2016, in which they will be discussing follow up to the Office of Performance Evaluation's report. Part of the discussion will be in regards to the request for an independent study of the general fund distribution formula that was discussed at the June 9, 2016 Trustee meeting. He asked for input from the board members on this matter.
- It was the consensus of the Board that they want to keep the current funding formula that was adopted at the June 9 meeting and revisit it in a couple of years. They do not support requesting another study at this time.
- Commissioner Ricks requested a one-page summary of the history of the public health districts' funding formula. Ms. Rackow will create an overview and e-mail it to the board members.

### **Health Insurance Coverage Update:**

- There is a Legislative Work Group that starting meeting in July explore options for identifying healthcare alternatives for people in poverty. The Work Group meets again on September 22 and will listen to public testimony. Commissioner Leake will be testifying on behalf of Idaho's Public Health Districts as the Trustee Chairman. His testimony will reference the Idaho Association of District Boards of Health's Resolution to Support Health Insurance Coverage for Low Income Idahoans.
- The board members also agreed to send a letter to the Work Group member stating their support of the health districts' Resolution.

## **8. Executive Session**

**MOTION:** Barbra Nelson made a motion to go into executive session at 10:20 a.m. pursuant to Idaho Code 74-206(f) to discuss active litigation matters.

**SECOND:** Commissioner Staker

**ACTION:** Chairman Staker – yes; Commissioner Leake – yes; Commissioner Hintze – yes; Commissioner Shenton – yes; Commissioner Farnsworth – yes; Commissioner Miller – yes; Commissioner Ricks – yes; Commissioner Minor, Barbara Nelson – yes.

The Executive Session concluded at 10:36 a.m.

Commissioner Ricks commended Ms. Eager and the Environmental Health Staff for the great job they are doing.

## **DIRECTOR'S REPORT**

### **1. FY2016 Year-End Budget Report**

Steve Thomas, Fiscal Officer, reported total expenditures for the year were 2.44% below the amended budget. Total revenues were 4.96% above amended budget. This is largely related to Family & Community Health Services and Environmental Health fees being well above budget for the year. He noted that for our FY17 budget, we significantly increased the expected fee revenue budgeted for these two divisions, which will likely impact the probability of cash carryover amounts generated during the year.

**2. FY2017 Year-to-Date Budget Report**

Mr. Thomas reviewed the year-to-date financials. For the two months ended August 31, 2016, our total expenditures were 1.19% above budget. This is expected since one of the three-pay period months was in July and we are only two months into the fiscal year. Total revenue was 7.9% above budget. This is largely related to receipt of 100% of the Millennium fund appropriation and 50% of the General fund appropriation from the State in July. Also good to note that fee receipts are 2.44% ahead of budget so far.

**3. Review and Approval of Contract**

EIPH staff reviewed the following subgrants/contracts that have been amended or renewed since the last Board of Health meeting.

- BioSense - renewal
- Housing Opportunities for People with AIDS – amended
- Hypertension, Diabetes, Stroke Prevention – amended
- Family Planning, Title V (MCH) – renewal
- Injury Prevention, Fit & Fall Proof – renewal
- Injury Prevention, Seatbelt Survey – renewal
- National Electronic Disease Surveillance System – renewal
- Oral Health – amended
- Public Health Emergency Preparedness, Ebola – amended
- Statewide Healthcare Innovation Plan – amended
- STD/HIV Prevention – amended
- TB Control – amended
- Women's Health Check – renewal
- WIC – amended/renewal
- Prescription Drug Overdose Prevention – new subgrant

**MOTION:** Commissioner Ricks made a motion to ratify the approval of the renewed and amended subgrants and to approve the new Prescription Drug Overdose Prevention subgrant.

**SECOND:** Commissioner Shenton

**ACTION:** MOTION CARRIED UNANIMOUSLY

**4. Policy Review/Approval**

Review and discussion of the following new policies.

a. Service Animal Policy

**MOTION:** Commissioner Staker made a motion to approve the Service Animal Policy.

**SECOND:** Commissioner Leake

**ACTION:** MOTION CARRIED UNANIMOUSLY

b. Unattended Child Policy

**MOTION:** Commissioner Ricks made a motion to approve the Unattended Child Policy.

**SECOND:** Barbara Nelson

**ACTION:** MOTION CARRIED UNANIMOUSLY

**5. FY2016 Annual Report**

Ms. Rackow and division representatives reviewed information contained in the FY2016 Annual Report. Ms. Rackow will be scheduling meetings with each county to come review the EIPH Annual Report with all the Commissioners.

**6. Idaho Public Health Districts' FY16 Strategic Plan Report**

Ms. Rackow reported that Idaho code requires all agencies to participate in strategic planning. The five-year strategic plan is due to the state July 1st of every year. The plan is based on public health's ten essential services. Each September, we are required to submit a Performance Measurement Report. Both of these documents are

available on EIPH's website as well as Idaho Division of Financial Management's website. In addition, the health districts compile an annual "Strategic Plan Report" a copy of which she provided to the board members.

The health district's management team will be updating EIPH's agency-specific strategic plan, which will be shared with the board in a future meeting.

**7. 2016-2017 Flu Clinic Plans**

James Corbett provided the Board members with an update on this year's flu clinic plans.

**8. Education on Food Protection Program (12:30 pm)**

Travel to Eastern Idaho Technical College (EITC) for lunch. Tour EITC's licensed kitchen and participate in a demonstration of a Food Inspection.

Ms. Rackow introduced Dan Wallace, Environmental Health Specialist. Dan does the majority of the food establishment inspections in Bonneville County. Dan reviewed the paperwork and explained the process of the inspections. Board members were able to participate in the mock inspection and interact with Mr. Wallace and the food establishment's owner and supervisor.

**ADJOURNMENT**

The meeting adjourned at 2:30 p.m. following the tour at EITC. The next meeting is scheduled on November 10, 2016.

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Brian Farnsworth, Chairman

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Date Approved

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Geri L. Rackow, Board Secretary